

# **PROCEDURES FOR OBTAINING ONE DAY, SPECIAL EVENT SCRATCH-OFF HANG-TAG PARKING PERMITS**

## **INSTRUCTIONS TO APPLICANTS**

### **Ordering permits by phone and through the mail:**

- If you have purchased residential parking permits within the 2008-2009 permit year or the current 2009-2010 permit year you are eligible to order special event permits over the phone. **Or**, if you are a homeowner within a permit parking area, which we're able to verify through Ramsey County Taxation's on-line database, you are also eligible to order special event permits over the phone.
- Provide over the phone or in person the following information: name, address, phone number, and number of permits requested.
- Provide credit card information. (This information will not be kept on file anywhere, but will be shredded after processing your permit request.)
- Permits ordered over the phone are typically processed and mailed by the following day.
- **Call Public Works Traffic Engineering at 651-266-6200 to order permits by phone.**

### **Obtaining permits in person:**

- If you are not eligible to order permits by phone and receive them through the mail you may obtain special event permits in-person at the following locations:

Traffic Operations Building  
899 North Dale Street  
Phone: **(651) 487-7200**  
Hrs: 7:30 am - 4:30 pm, Mon.-Fri.

Traffic Engineering Office  
25 W. Fourth St., Room 800  
Phone: **(651) 266-6200**  
Hrs: 8:00 am- 4:30 pm, Mon.-Fri.

Bring picture ID showing proof of residency.

- Pay \$1.00 for each Special Event Permit requested. Payment can be made by check, credit card, debit card, and cash in the exact amount. **Make checks payable to "City of St. Paul."**
- Complete application form with the following information: name, address, phone number, and number of permits requested. Be sure to read warning on bottom of form and sign the application form.
- Once you receive the hang-tags, **do not scratch-off date until you are ready to use the permit! See back of hang-tag for instructions.**